

Tax Planning Made Simple:

Invest in Your Future, With Confidence.

Personal Information:

Family Details:

- Full Legal Names (yourself, spouse and dependents)
- SSN/Tax ID (yourself, spouse and dependents)
- DOB's (yourself, spouse and dependents)
- Address for tax filing year

Banking: Account & Routing Numbers for Direct Deposit (IRS has phased out most paper checks)

Filing Status: Single / MFJ / MFS / HOH

Previous Year Tax Return: Copy of Federal & State tax return (if new client)

Identity Protection: 2026 IRS Identity Protection Pin (if applicable)

Personal Income Checklist:

Employment Income

- W-2(s)
- Tips or cash income not reported on W-2

Self-Employment Income / Contract Income / Business Income

- 1099-NEC: Non-employee Compensation
- 1099-MISC: Misc Income (threshold: \$600 for 2025; increases to \$2,000 for 2026)
- 1099-K: Third-Party Payment Transactions (PayPal, Venmo, Stripe, Square, etc.)
- NEW:** Overtime Records: Documentation of "Qualified Overtime Pay"
- Cash, checks or other income not reported on a form
- Gross receipts summary

Interest & Investment Income

- 1099-INT: Interest Income (banks, CDs)
- 1099-DIV: Dividend/Capital Gain Distributions (stocks, mutual funds)
- K1: Partnerships or S-Corps
- 1099-B: Proceeds from Broker Transactions (sale of stocks, ETFs, crypto)
- Cryptocurrency transactions (buy/sell/exchange)

Retirement & Other Income

- 1099-R: Distributions from Retirement Accounts (IRA, Roth, 401(k), pension)
- Social Security Benefits (SSA-1099)
- Annuity Income

Government & Other Income

- 1099-G: State Refund / Unemployment
- W-2G: Gambling Winnings
- Alimony received (if applicable)
- 1099-C: Cancellation of Debt

Rental / Real Estate Income

- Rental Income received
- 1099-S (Sale of Real Estate)
- Dates property was placed in service or sold (HUD)

Personal Deductions & Credits

Mortgage & Local Taxes

- Mortgage Interest (Form 1098)
- SALT Records: (The SALT Cap has increased to \$40,000)
 - Property Taxes
 - State and local taxes paid
- Auto/Vehicle Taxes
- Estimated tax payments

Auto & Energy:

- NEW:** Car Loan Interest: Statements for interest paid on loans for new US-assembled vehicles (up to \$10k deduction)
- Clean Vehicle Credit: Records for EVs placed in service before Sept. 30, 2025 (credit eliminated after this date)
- Residential Energy Credit (Solar Panel/HVAC/Water Heater/Insulation/Windows)

Roof not included

Retirement & Insurance Contributions

- Traditional IRA contributions
- SEP / SIMPLE IRA contributions
- HSA Contributions (Form 5498-SA)
- Health Insurance Premiums (only if self-employed)

Education & Family

- Student Loan Interest (1098-E)
- Tuition (1098-T)
- Educator Expenses
- Child Tax Credit: Increased to \$2,200 per child
- Daycare/Dependent Care: Provider's Tax ID/SSN and Amount Paid

Other Itemized Deductions

- Charitable Contributions
- Cash / Non-Cash Donations (Goodwill)
- Medical/Dental/Vision Expenses (total sum must be greater than 7.5% of your Adjusted Gross Income)

Self-Employed / Business Expenses

Operating Expenses

- Accounting & Tax Prep Fees
- Advertising & Marketing
- Alarm Services
- Bank Fees
- Bookkeeping Fees
- Commissions / Contract Labor
- Continuing Education
- Delivery Charges
- Dues & Subscriptions
- Equipment Rental
- Equipment Repairs
- Insurance: Business
- Interest
- Licenses

- Office Supplies
- Payroll Taxes (FICA/Payroll)
- Phone: Business / Cell
- Postage
- Printing
- Professional Fees (Legal/Accounting)
- Referral Fees
- Rent
- Small Tools & Equipment
- Software
- Supplies & Materials

Auto & Travel

- Business Mileage **OR**
- Fuel, Oil, Repairs, Insurance, Interest
- Lease Payments
- Parking Tolls & Fees
- Travel (airfare, hotel, meals)

Home Office

- Square footage of home office
- Utilities / Rent
- Internet

Equipment Purchase

- Description of purchase, date and price

Farm Expenses

- Feed
- Fertilizer
- Seeds
- Plants
- Vet / Breeding Expenses

BUILDING TRUST
BUILDING WEALTH



BIGGS FINANCIAL
SERVICES

[LEARN MORE](#)

biggsfinancialservices.com